

**PENTEWAN VALLEY PARISH COUNCIL  
MODEL PUBLICATION SCHEME**

INFORMATION TO BE PUBLISHED	HOW TO OBTAIN THE INFORMATION	COST (PRICE PER SHEET)
<b>Class 1 – Who we are and what we do. (Organisational information, Structures, locations, and contacts)</b>		
Who is who on the Council and its Committees	Website	
Contact Details for the Parish Clerk	Website Website/ Noticeboards	
Staffing structure	Website	
<b>Class 2 – What we spend and how we spend it. (Financial information relating to projected and actual income, expenditure, procurement, contracts, and financial audit).</b>		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Standing Orders and Financial Regulations	Website	
Grants given and received	Website	
Members allowances and expenses	Website	
List of current contracts awarded and value of the contracts	Hard copy	10p
<b>Class 3 – What are our priorities and how we are doing (Strategies, plans performance indicators, audits inspections and reviews)</b>		
Parish Plan	Hard Copy	£2.00
Annual Report	Website	
<b>Class 4 – How we make decisions (Decision making process and records of decisions).</b>		

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Timetable of meetings (Council, Committee, or sub committees)	Website	
Agendas for meetings	Website/ Noticeboards	
Minutes of meetings (Excluding Confidential business <sup>1</sup> )	Website	
Reports presented to Council meetings (see above)	Website/Hard copy	10p
Responses to consultations papers	Website/Hard copy	10p
Responses to planning applications	Website	
<b>Class 5 – Our policies and Procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)</b>		
<b><i>Policies and Procedures for the conduct of Council business:</i></b> Procedural Standing Orders	Website/Hard copy	10p
Committee and sub-Committee terms of reference	Website/Hard copy	10p
Delegated authority in respect of officers	Website/Hard copy	10p
Code of Conduct	Website/Hard copy	10p
Policy Statements	Website/Hard copy	10p
<b><i>Policies and procedures for the provision of services and the employment of staff:</i></b> Internal policies relating to delivery of services	Hard copy	10p
Recruitment policies (including current vacancies)	Hard copy	10p
Requests for Information Policies	Website/Hard copy	10p
Complaints Procedure (Including requests for Information)	Website/Hard copy	10p

<sup>1</sup> Under section 1 (2) Public Bodies (Admissions to Meetings) Act 1060.

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Schedule of Charges (for publication of information	Website/Hard Copy	10p
<b>Class 6 – Lists and Registers</b>		
Any Publicity available register of list <b>(if any are held this should be publicised; in most circumstances existing access provision will suffice)</b>	Hard Copy	10p
Assets Register	Hard Copy	10p
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of Members interests	Website	
Register of Gifts and hospitality	Hard Copy	10p
<b>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Car Parks	Hard Copy	10p
Public Conveniences	Hard Copy	10p
Street Furniture (Seating, litter bins, Salt bins)	Hard Copy	10p
Bus Shelter	Hard Copy	10p
Agency Agreements	Hard Copy	10p
Services for which the council is entitled to recover a fee, together with those fees (e.g., car parking)	Website/Hard Copy	10p
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**N.B The cost of postage will be added to the above charges.**

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W. <http://www.pentewanvalleypc.uk>

**Parish Council Noticeboard locations:**

Tregorrick Road junction of Bridgemoor close, London Apprentice, opposite the bus stop, Levalsa Meor lay by entrance to the car park on B3273 and Pentewan Village Square

SCHEDULE OF CHARGES This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of charges
Disbursement	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual Cost
	Postage	Actual cost of Royal Mail standard 2nd class.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)